Furnishing the Office of Tomorrow, Today

It's not just a chair.

Presented by:

The Amazingly Talented Furniture Panel of Experts Company

WESTERN REGIONS CONFERENCE

SHOWCASE World, Class, Talent,

SPECIAL SNEAK PREVIEW

- Continuum of options
 - Excess Personal Property
 - Collaborative Project Team (Assisted Acquisition Services)
 - Blanket Purchase Agreements
 - Integrated Workplace Acquisition Center
- Client agency value drivers, budget and resources help determine which act to follow.



ACT 1: Excess



Leading Lady: Deana Hudgens

Reuse is Recycle

 Disposing of and screening excess personal property is a great cradle-tocradle solution for client agencies.

Who is eligible?

 Who has priority if two agencies are requesting the same personal property?

Reuse is Recycle

Be proactive — customer outreach

Obtain monthly reports

 Make early collaboration second nature



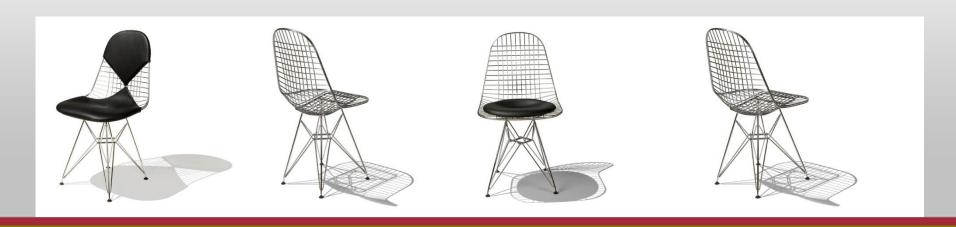
ACT 2: Collaborative Project Team

PBS Interior Design and FAS Assisted Acquisition Services

Leading Man: Chris Matthews, R9 FAS

Leading Ladies: Jewell Johnson, R9 PBS, and Jennifer

Villalobos, R9 PBS



Who Are Our Customers?

- Internal customers
 - Real Estate Division
 - Design and Construction Division
 - PBS Property Managers
 - PBS Service Centers

- External customers
 - Various Agencies



What is Required?

Interior Design Work Request Form

Find it at:
I:PM/PMF/PMFT/Interior
Design/Interior Design Work
Request

WORK REQUEST FOR INTERIOR DESIGN SERVICES

Please complete all information. Incomplete forms will delay the start of a project.

Date Submitted:		Services Requested by:	our Name)
	(Provide a real date)	(Y	our Name)
Your Office Phone #:	Fax #:	Cell #:	Email:
PROJECT DESCRIPTION:			Expiring Lease Expansion Same Location Other
Agency Name: Current Address:			
New Location Address:			
Square Footage:	Floors:	Bldg. No:	Move in Date:
Name of Agency Contact: _		Phone #	Email:
Alternate Contact:	(if applicable)	Phone #	Email:
DESIGN SERVICES:			
PROGRAMMING (A report that documents/verifies an agency's statistical space requirements and equipment details.)			
REQUIREMENTS DEVELOPMENT (A very detailed report that is usually an attachment to the SFO. It addresses and breaks down an agency's special requirements for a lessor to achieve.)			
Block/Stack Plan Furniture Plan Telephone/Electrical/Data Plan Construction/Demolition Plan		ITERIOR DESIGN SERVICES: (assistance with) Interior Signage Furniture Selection/Reconfiguration Finish Specifications/Boards/Color Selection Furniture Rehabilitation	
Other FUNDING INFORMATION: RWA # \$ BA 61 Funding (Fed. Space or Border Sta. Projects)			
CHECK INFORMATION ATTACHED: SF 81/81A'SSFOCAD Drwgs. On CD Special Requirements Package Hard Copy of Dimensioned Building Plans (If plans are not attached, when will they			
be available?)			
PROJECT NO: CONTRACTOR ASSIGNED: DATE STARTED:			
DESIGNER ASSIGNED:	DESIGNER ASSIGNED:		ATE COMPLETED:



When Do You Need It?



How Do We Begin?

- Furniture Requirements Package
 - New or Existing
 - National Furniture Standards
 - Blanket Purchase Agreement (BPA)



Making It Happen





PBS

HANDOFF

FAS



Furniture Acquisition

Steps to a Successful Process



Interagency Agreements = Part A & B.

This agreement between the servicing agency (GSA) and client agency authorizes GSA to provide acquisition services.

Furniture Acquisition Process

Furniture Description: Include systems furniture or freestanding and/or modular, and executive furniture description.

Other supporting furniture such as:

- Chairs
- Lateral files
- Storage units
- Pedestal

Independent Government Cost Estimate (IGCE)

The client agency or department prepares the government estimate for the cost of the goods and services they require.





Project Completion



ACT 3: Blanket Purchase Agreements



A PBS-Completed Space! But, How Do We Get from Here....



...To Here — a Completed Telework Station? Or....





From Here....





...To a Complete Working Office?



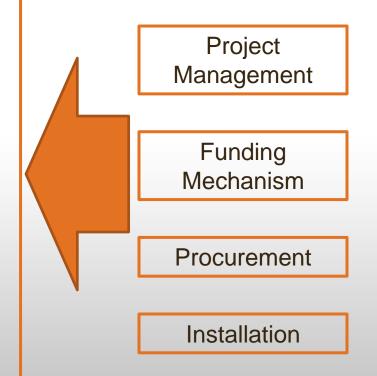
Collaborative Integration

Beginning about two years ago via Region 10 collaboration between FAS and PBS, DHS agencies received better access to:

Design,
Logistics Support, and
Furniture...

...in addition to Network Services

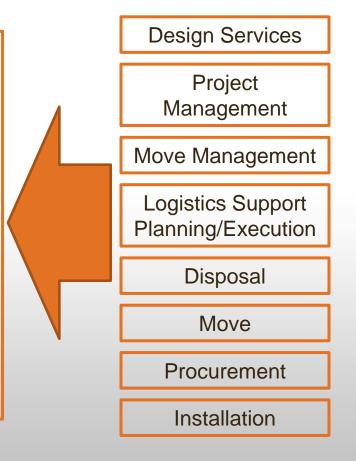
15 Joint Projects Have Been Successfully Completed!



Collaborative Integration

Building on its experience, Region 10 FAS and PBS, teaming with Integrated Workplace Acquisition Service (IWAC), are in the process of creating two BPAs allowing R10 customers simple and quick access to their furniture-related needs:

- Consolidated Furniture Management Services (CFMS) BPA
- Furniture and Move Services BPA



ACT 4: Integrated Workplace Acquisition Center



Customer Options

- National Stock Numbers
- Blanket Purchase Agreements
- Direct Order from GSA Schedules
- Assisted Services Provided by IWAC

IWAC-Assisted Procurement

- Needs analysis and consultation services
- Engineering and specification assistance
- Arrange showroom visits
- Assist with statement of work
- Best-value negotiations
- Award the procurement
- Develop and maintain punch list
- Track purchase orders
- Establish shipping schedules

IWAC-Assisted Procurement

- Prepare and issue purchase orders
- Arrange staging and temporary storage
- Offer customer-based purchasing strategies
- Develop technical scopes of work
- Negotiate price discounts
- Track orders to ensure accountability
- Resolve contract disputes

IWAC — Special Considerations

- FAR 8.6 Must consider UNICOR for furniture needs
- Customer and end users visit local showrooms



Certifications of IWAC Green Products

- GREENGUARD, level™, or equivalent certification
 - Third-party testing program for low-emitting products and materials
- CRI Green Label Plus
 - Indoor air quality for carpet
- MBDC Cradle-to-Cradle
 - Human health and environmental relevance

Certifications of IWAC Green Products

- level™
 - Material use
 - Energy and atmosphere impacts
 - Human and ecosystem health
 - Social responsibility
- ENERGY STAR products
 - Electronic products (e.g. copiers, televisions)
 - Conserve energy
- GSA's Evergreen Award
 - Given to GSA MAS contract holders for their environmentally preferable business practices

FINALE

Questions?

